

**Enterprise Information System Enhancement  
Eastern Illinois University**

**Steering Committee  
Agenda – March 30, 2005**

- Next meeting
- POP meeting
  - Impressions and reactions
  - Key SCT people
    - Jann Gillingham – Account Manager
    - Neil Plaistow – Project Manager
    - Andrew Hollander – Senior Project Manager
- Project Schedule and Tasks
  - Planning document creation
  - Short term training & install
    - Business Process Analysis – April 5, 6, 7
    - Introduction to Oracle (OR101) – April 19, 20, 21
    - PL/SQL and Database Objects (OR102) – May 3, 4, 5
    - Remote installation – April 19
    - Onsite install verification and training – May 16, 17, 18
  - Long term project schedule
    - Moving A/D sooner
      - ITS resource commitment during 5 system work
      - Budget affects
    - Other IT projects planned for distributed departments
- Change Control Board
  - Typically SCT Account Manager, SCT PM, EIU PM
- Business Process Analysis
  - Nature of and use for EISE project
  - How deep and wide to we go with this analysis?
- Project communication methods
  - Requirements
    - MS Office
    - E-mail with standards
  - Meeting documentation – agenda & meeting notes for SC, PT, others
    - Purpose – Project management, Accountability, Communication
    - Required?
    - Format

- Cross Functional Collaboration Group
  - Members – Team Leaders, IT resource team members
  - Purpose
  - Chair
  
- Data Standards Team
  - Purpose
    - Determine the standards for data entry including values and formats
    - Address issues surrounding the access, use and modification of data – who, how, when
    - Work between the Steering Committee and Cross Function Col. Group
    - Security?
    - Handle specific data issues in adhoc teams then disband
  - Determining membership
  
- Reporting Work Team
  - Purpose
    - Look at what data is delivered via reports – Banner, departmental
    - Standard reporting methods – formats, headers, identifiers of data source
    - Review of tools
    - Special reporting issues
    - Security for reports and e-print
    - Define levels who will create reports
    - Define standards for report maintenance
  - Determining membership
  
- Training Coordinator – Sandy Bowman
  
- Other Teams
  - Security
  - Testing and Quality Assurance
  - Technology
  
- EISE days
  
- Project Room